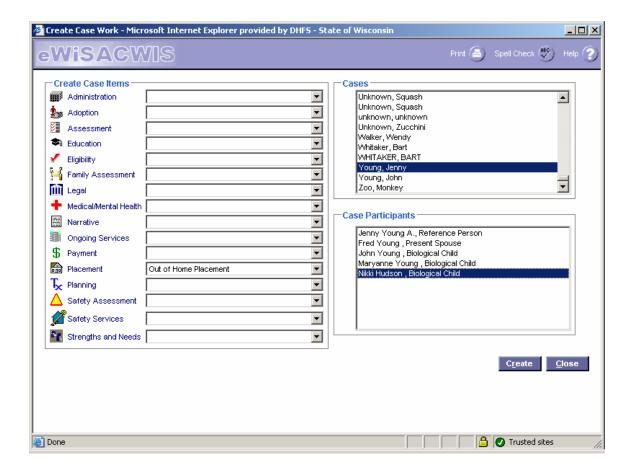
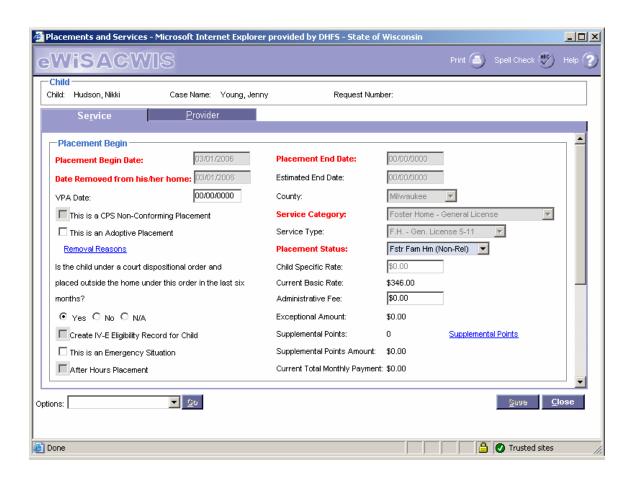
Creating an Out of Home Placement

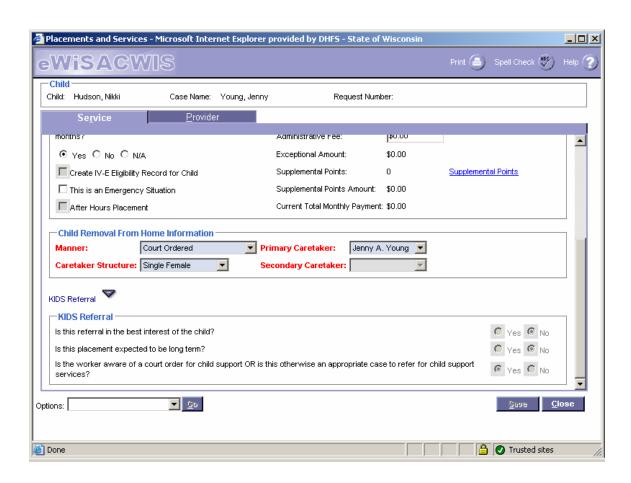
- 1. Create > Case Work > Placement and select Out of Home Placement.
- 2. Click on the Case and the participant in the case that is being placed in the out of home placement.
- 3. Click on the Create button. This will open the Out of Home Placement Window.



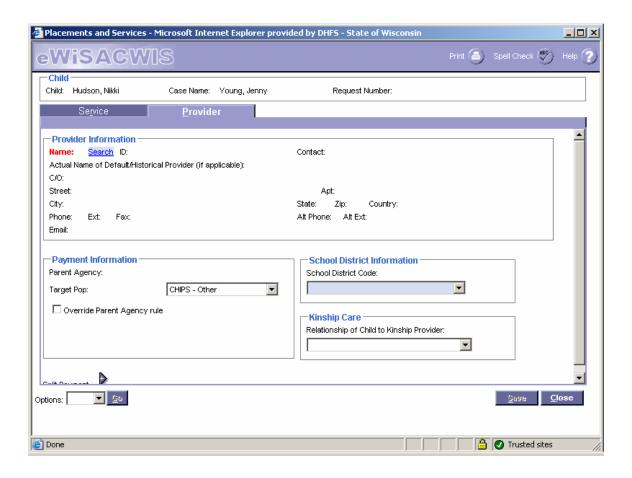
- 4. On the Out of Home Placement Window/Service Tab, enter the applicable data values. Enter the placement start date. If this is the child's initial out of home placement, eWiSACWIS will automatically enter this same date into the "Date Removed from his/her Home" field. The user may edit this date if needed. A pop-up page will appear asking for the removal reasons. Select the appropriate reasons. (Note: these are AFCARS fields and are required).
- 5. The Placement End date is a view only field. The Estimated End Date is a user entered field. This field will not end the placement. It is for information only.
- 6. The county field will pre-fill with the county from whom the worker is making the placement. Select the appropriate Service Category, Service Type and Placement Status.
- 7. The VPA date is a user entered field.
- 8. The Removal Reasons hyperlink is described in #4. A pop-up page will appear in which the user will select the removal reasons from home.
- 9. Answer the question 'Is the child under a court dispositional order and placed outside of the home under this order in the last six months?'
- 10. The Child Specific Rate is user entered field only for specific service types all others will be grayed out. The current Basic Rate is view only. Supplemental Points, Exceptional Amounts, and Supplemental Amounts are pre-filled from the Foster Care Rate Setting page. The Administrative Fee is a user entered field. The Current Total Monthly Payment will calculate all of the above fields to show the monthly payment. The supplemental Points hyperlink will show the points for each category (view only).



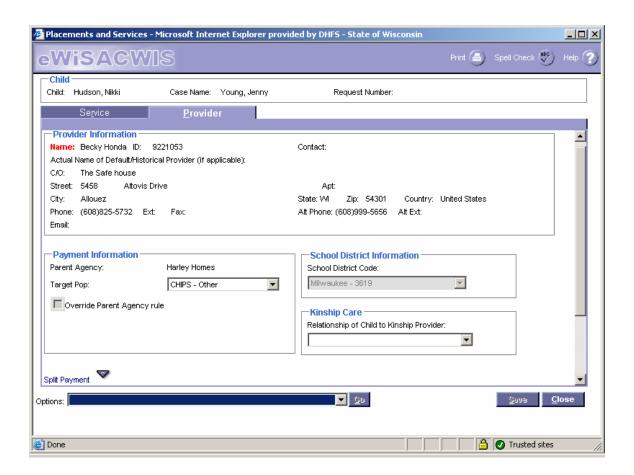
- 11. The next field is the Child Removal from Home Information. Select the appropriate values. If the worker chooses a value indicative of two caretakers (married couple; unmarried couple), both the Primary and Secondary Caretaker will need to have values in them or this will generate an AFCARS error. The Secondary Caretaker field does not have red text, but is an AFCARS field based on the response to the Caretaker Structure.
- 12. Complete the answers to the questions in the KIDS Referral box. A referral will be sent nightly to Child Support AFTER the placement has already been approved and saved. Question #3 of the KIDS referral section will be enabled if several specific criteria are all true; allowing workers to trigger a referral after the placement has been opened and approved.
 - Placement is still open.
 - Placement is for a paid service type.
 - KIDS question #3 is No.
 - A referral was not already sent.
 - A referral is not open in another case.



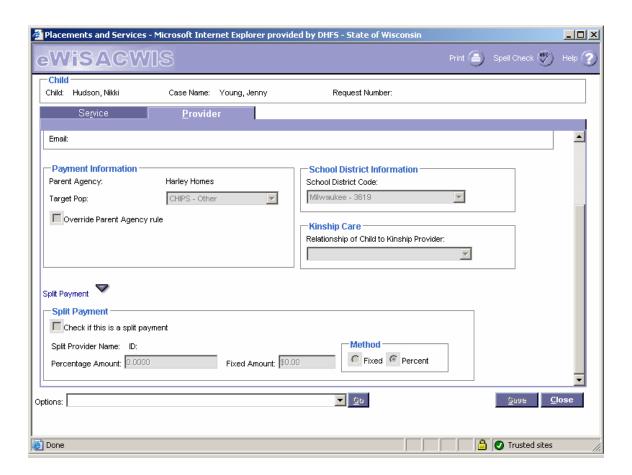
13. Click on the Provider Tab and click on the Search hyperlink. See the related Quick reference Guide on Search. If you know the provider's ID number, enter this number in the Provider ID field. This will make the search quicker. If the provider does not come up when you Search, uncheck the By Availability Checkmark field and click Search again. (Most often, if the provider is not found, the incorrect Service Category has been selected on the Service Tab.)



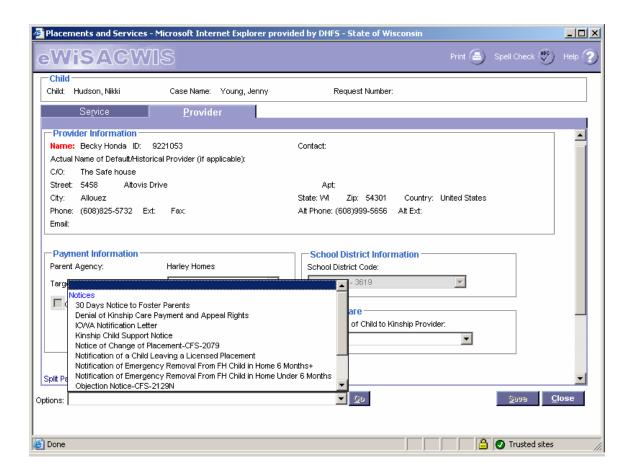
14. When the provider has been selected, the Provider tab will pre-fill with the provider's name and address information. The Payment Information group box will pre-fill with the case type to reflect the Target Population. The School District Information group box is user entered. Select the school district from which the child will be attending while residing with this provider. The Kinship Care group box reflects the relationship of the provider to the child.



15. If the provider payment is to be split between two separate providers, the worker can set up a second provider and specify the method to split the payment between the two providers in the Split Payment group box, which is contained under the Split Payment expando. The user must check the checkbox labeled "Check if this is a split payment." Once this checkbox is selected, the Method radio buttons and the Search hyperlink are enabled. The user chooses either the Fixed or Percent method of calculating the split payment. Choosing the Fixed method activates the Fixed Amount field where a specific dollar amount of the total provider payment can be designated as a payment to the second provider. Choosing the Percent method activates the Percentage Amount field where the user can specify a percentage of the total provider payment to be paid to the second provider. Only one method may be selected but the user can switch between either methods at any time.



16. There are a wide variety of notices that are available for use under the Options box. See the next screen shot for some of the notices available.



17. Go back to the Services Tab. Click the Options drop down and select "Approve". This will open the approval window. Click on Approval and then click on Continue. This will route the approval of the placement to your supervisor.

The Non-Conforming Reasons Options is a pop-up box for the worker to justify why Placement in this home is necessary even if there are more children in the home than what it is licensed for. For example, to place a sibling group.

To End a Placement, see the Quick Reference Guide of Ending an Out of Home Placement.

The Text option is a blank Microsoft Word document.

